

**Legal Assistant**  
**\$60K – \$85K**

The State of New Jersey, Office of Administrative Law is seeking to fill a full-time Legal Assistant position in their Trenton, New Jersey location. Legal Assistants are responsible for reviewing all new case transmittals; act as liaison to Trenton assignment judges and administrative law judges regarding scheduling and rescheduling of cases; provides guidance to a small group of paralegals and clerical personnel; manage the human services calendar and state civil service settlement program; respond to inquiries from administrative law judges, staff, attorneys, agency personnel, and general public; process adjournment, and perform other related duties.

**Requirements:** Graduation from an accredited law school with a law degree. One (1) year of legal research experience with a public or private agency. NOTE: One (1) year of clerkship may be substituted for one year of experience.

This position affords a comprehensive benefits package as well as a competitive salary commensurate with education and experience.

If you qualify and are interested, send your resume and cover letter  
*(email preferred)*  
no later than **February 27, 2012** to:

**Linda Price, Supervisor Employment Unit**  
**Department of the Treasury**  
**Division of Administration /Human Resources**  
**P.O. Box 210**  
**Trenton, NJ 08625-0210**

Email address: [HumanResources@treas.state.nj.us](mailto:HumanResources@treas.state.nj.us)  
Please use **“LEGAL ASST – OAL”** in Subject Line

*The State of New Jersey is an Equal Opportunity Employer*